



## REQUIRED READING LIST

Mississippi Certified Public Manager Program

UPDATED 01/12/06

Many books are available at the MS Library Commission, 3881 Eastwood Dr., Jackson, MS 39211.  
Please call Curtis Sene Randolph at 601-432-4127 or email her at [crandolph@mlc.lib.ms.us](mailto:crandolph@mlc.lib.ms.us).

**\*BANISHING BUREAUCRACY: THE FIVE STRATEGIES FOR REINVENTING GOVERNMENT - David Osborne and Peter Plastrik**

BEHAVIORAL CONCEPTS IN MANAGEMENT - David R. Hampton

**\*BENCHMARKING FOR BEST PRACTICES IN THE PUBLIC SECTOR - Patricia Keehley, Steven Medlin, Sue MacBride, Laura Longmire**

BEYOND RACE AND GENDER--R. Roosevelt Thomas, Jr.

**\*BREAKING FREE: A PRESCRIPTION FOR PERSONAL AND ORGANIZATIONAL CHANGE - David Noer**

**\*BREAKING THROUGH BUREAUCRACY - Michael Barzelay**

**\*THE CHALLENGE OF CHANGE IN ORGANIZATIONS - Helping Employees Thrive in the New Frontier - Nancy J. Barger/Linda K. Kirby**

**\*CHANGING YOUR MANAGEMENT STYLE - Robert Benfari**

**\*CIGARS, WHISKEY, AND WINNING: LEADERSHIP LESSONS FROM GENERAL ULYSSES S. GRANT - Al Kaltmen**

CLOSE TO THE CUSTOMER - James H. Donnelly, Jr., 1992.

**\*COACHING FOR COMMITMENT - Dennis Kinlaw**

**\*THE COMPLETE COMMUNICATOR - William Lampton, Ph.D.**

CREATING CULTURE CHANGE: THE KEY TO SUCCESSFUL TOTAL QUALITY MANAGEMENT - Philip Atkinson, 1990.

**\*CRISIS MANAGEMENT: PLANNING FOR THE INEVITABLE - Steven Fink**

**\*CRUCIAL CONFRONTATIONS – Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzler**

**\*DELEGATION: THE POWER OF LETTING GO - Robert B. Nelson**

DEMOCRACY AND THE PUBLIC SERVICE - Frederick C. Mosher

**\*DEVELOPING THE LEADER WITHIN YOU - John Maxwell**

**\*DINOSAUR BRAINS: DEALING WITH ALL THOSE IMPOSSIBLE PEOPLE AT WORK - Albert J. Bernstein & Sydney Craft Rozen**

**\*11 LESSONS IN SELF LEADERSHIP - Larry Holeman**

**\*THE EMPOWERED MANAGER - Peter Block**

EVERYONE'S A COACH - Don Shula and Ken Blanchard

EVERYTHING'S NEGOTIABLE... WHEN YOU KNOW HOW TO PLAY THE GAME  
- Eric Wm. Skopec and Laree S. Kiely

**\*EXCELLENCE BY DESIGN - LEADERSHIP - The Six Key Characteristics of Outstanding Leaders - John B. Spence**

**\*EXECUTION - The Discipline of Getting Things Done – Larry Boassidy and Ram McKee**

THE FEMALE ADVANTAGE: WOMEN'S WAYS OF LEADERSHIP - Sally Helgesen

**\*THE FIFTH DISCIPLINE - Peter M. Senge**

**\*FIRST, BREAK ALL THE RULES: WHAT THE WORLD'S GREATEST MANAGERS DO DIFFERENTLY - Marcus Buckingham and Curt Coffman**

**\*FIRST THINGS FIRST - Stephen R. Covey**

**\*FISH - A Remarkable Way to Boost Morale and Improve Results - Stephen C. Lundin, Ph.D., Harry Paul, and John Christensen**

**\*FLIGHT OF THE BUFFALO - James A. Belasco & Ralph C. Stayer**

**\*FROM GOOD TO GREAT – Jim Collins**

**\*GETTING TO YES: NEGOTIATING AGREEMENT WITHOUT GIVING IN - Fisher, Ury & Patton**

**\*GIFTS DIFFERING - Isabel Briggs Myers**

**\*GOOD TO GREAT: WHY SOME COMPANIES MAKE THE LEAP...AND OTHERS DON'T – Jim Collins**

**\*THE GOAL - Eli Yahu M. Goldratt**

**\*GUIDE TO STRATEGIC THINKING, GUIDE TO LONG RANGE PLANNING, GUIDE TO TACTICAL PLANNING - *Set of three* - George Morrisey**

**\*GUNG HO! - Ken Blanchard and Sheldon Bowles**

**\*HARD WIRED LEADERSHIP - Roger R. Pearman**

**\*HOW TO IMPROVE PERFORMANCE THROUGH APPRAISAL AND COACHING - Donald L. Kirkpatrick**

HOW TO STAY COOL, CALM & COLLECTED - John Newman

HOW YOU CAN BE MORE CREATIVE - Roger Von Oech

**\*THE HUMAN SIDE OF MANAGEMENT - George Odiorne**

**\*IN SEARCH OF EXCELLENCE - Tom Peters**

**\*INSTANT REPLAY, The Green Bay Diary of Jerry Kramer**

INTO THE STORM: A STUDY IN COMMAND - Tom Clancy with Gen. Fred Franks, Jr.

IT'S NOT MY DEPARTMENT - Peter Glen

JOE TORRE'S GROUND RULES FOR WINNERS - Joe Torre' with Henry Dreher

**\*LEADERSHIP AND THE ONE MINUTE MANAGER – Ken Blanchard, Patricia Zigarmi and Drea Zigarmi**

**\*THE LEADERSHIP CHALLENGE - James M. Kouzes, Barry Z. Posner**

**\*LEADERSHIP DEVELOPMENT  
Maturity and Power - Lee and Norma Barr, Ph.D.**

**\*THE LEADERSHIP PIPELINE - Ram Charan, Stephen Drotter and James Noel**

**\*LEADERSHIP SECRETS OF ATTILA THE HUN - Wess Roberts**

LEADING QUIETLY - AN UNORTHODOX GUIDE TO DOING THE RIGHT THING - Joseph L. Badaracco, Jr.

**\*LINCOLN ON LEADERSHIP - Donald Phillips.**

**\*LOVE AND PROFIT: THE ART OF CARING LEADERSHIP - James A. Autrey**

**\*MAKE IT SO: LEADERSHIP LESSONS FROM STAR TREK, THE NEXT  
GENERATION - Wess Roberts, Ph.D. and Bill Ross**

**\*MAKING CHANGE IRRESISTIBLE - Ken Hultman**

**\*MANAGEMENT BY OBJECTIVES AND RESULTS IN THE PUBLIC SECTOR  
- George L. Morrissey**

**\*(THE) MANAGEMENT METHODS OF JESUS, ANCIENT WISDOM FOR MODERN  
BUSINESS - Bob Briner**

**\*MANAGEMENT: TASKS, RESPONSIBILITIES, PRACTICES - Peter Drucker**

**\*MANAGING FROM THE HEART - Bracey, Rosenblum, Sanford, and Trueblood,  
1990.**

MANAGING THE HIDDEN ORGANIZATION - Terrence E. Deal and William A. Jenkins

MANAGING THE NON-PROFIT CORPORATION - Peter Drucker

MANAGING TO GET THE JOB DONE - Peter Land

MOMENTS OF TRUTH - Jan Carlson

**\*MONDAY MORNING LEADERSHIP - David Cottrell**

**\*MORE THAN WORDS: Nine Silver Rules for Powerful Yet Considerate  
Communication - Edward Horrell**

**\*MOTIVATION MANAGEMENT: Fueling Performance By Discovering What People  
Believe About Themselves and Their Organizations - Thad Green**

THE NEW ECONOMICS: For Industry, Government, Education - W. Edwards Deming

**\*THE NEW MANAGERIAL MENTOR: Becoming a Learning Leader to Build  
Communities of Purpose - Patricia J. Fritts**

9 NATURAL LAWS OF LEADERSHIP - Warren Blank

**\*ON BECOMING A LEADER - Warren Bennis**

**\*THE ONE MINUTE MANAGER - Ken Blanchard**

**\*THE ONE MINUTE MANAGER BUILDS HIGH PERFORMING TEAMS - Kenneth Blanchard, Donald Carew, Eunice Parsi-Carew**

THE ONE MINUTE MANAGER MEETS THE MONKEY - Ken Blanchard

ORGANIZATIONAL CHANGE AND DEVELOPMENT - Gene W. Dalton, Paul R. Lawrence, Larry E. Griener, Richard D. Irwin

**\*ORGANIZATIONAL CHANGE THROUGH EFFECTIVE LEADERSHIP - Robert H. Guest, Paul Hersey, Kenneth H. Blanchard**

**\*AN OUNCE OF APPLICATION IS WORTH A TON OF ABSTRACTION - J. Michael Crouch**

**\*PEAK PERFORMERS: THE NEW HEROES OF AMERICAN BUSINESS - Charles Garfield**

**\*THE PERFECT MEMO! Write Your Way to Career Success - Patricia H. Westheimer**

**\*THE POWER OF EAGLES: Nature's Way to Individual Accomplishment - Twyman L. Towery, Ph.D.**

**\*THE POWER OF ETHICAL MANAGEMENT - Kenneth Blanchard, Norman Vincent Peale**

**\*PRIMAL LEADERSHIP – Daniel Goleman, Richard Boyatzis and Annie McKee**

**\*PRINCIPLE CENTERED LEADERSHIP - Stephen Covey**

**\*PUTTING THE ONE MINUTE MANAGER TO WORK - Kenneth Blanchard and Robert Lorber**

**\*QUALITY MANAGEMENT FOR GOVERNMENT - V. Daniel Hunt**

RE-ENGINEERING THE COOPERATION - Michael Hammer and James Champy

REINVENTING GOVERNMENT - David Osborne and Ted Gaebler

**\*REINVENTING THE PENTAGON - Fred Thompson and L. R. Jones**

**\*SEAMLESS GOVERNMENT: A PRACTICAL GUIDE TO RE-ENGINEERING IN THE PUBLIC SECTOR - Russell M. Linden**

- \*THE SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE - Stephen Covey**
- \*THE SEVENTEEN INDISPUTABLE LAWS OF TEAMWORK - John C. Maxwell**
- \*SHAPING STRATEGIC PLANNING: FROGS, DRAGONS, BEES, AND TURKEY TAILS - J. William Pfeiffer, Leonard D. Goldstein, Timothy Nolan**
- TEACHING THE ELEPHANT TO DANCE - James A. Belasco, Ph.D.
- TEAM PLAYERS AND TEAMWORK - Glen M. Parker
- \*THE TEN NATURAL LAWS OF SUCCESSFUL TIME & LIFE MANAGEMENT: PROVEN STRATEGIES FOR INCREASED PRODUCTIVITY & INNER PEACE - Hyrum W. Smith**
- \*THRIVING ON CHAOS - Tom Peters**
- \*TOUGH-MINDED LEADERSHIP - Joe D. Batten**
- \*TOXIC COWORKERS: HOW TO DEAL WITH DYSFUNCTIONAL PEOPLE ON THE JOB - Alan A. Cavaola, Ph.D. and Neil J. Lavender, Ph. D.**
- \*TRUE LEADERS - Bette Price and George Ritcheske**
- \*TURBULENCE!: CHALLENGES AND OPPORTUNITIES IN THE WORLD OF WORK - Roger E. Herman**
- \*THE 21 INDISPENSABLE QUALITIES OF A LEADER - John C. Maxwell**
- TWENTY-SOMETHING: MANAGING, AND MOTIVATING TODAY'S NEW WORKFORCE - Lawrence J. Bradford and Claire Raines
- UNDERSTANDING AND MANAGING STRESS: A BOOK OF READINGS - John D. Adams
- \*UP IS NOT THE ONLY WAY: A Guide to Developing Workforce Talent - Beverly L. Kaye**
- \*VERBAL JUDO: THE GENTLE ART OF PERSUASION - George J. Thompson, Ph.D and Jerry B. Jenkins**
- \*WE'VE GOT TO START MEETING LIKE THIS! - Roger Mosvick & Robert Nelson**
- \*A WHACK ON THE SIDE OF THE HEAD - Roger von Oech**

WHAT THEY DON'T TEACH YOU AT HARVARD BUSINESS SCHOOL - Mark H. McCormack

**\*WHO MOVED MY CHEESE? - Spencer Johnson, M.D.**

**\*THE WISDOM OF TEAMS - Jon R. Katzenbach and Douglas K. Smith**

**\*THE WISDOM OF WOLVES: Nature's Way To Organizational Success - Twyman L. Towery, Ph.D.**

**\*THE WITCH DOCTORS: MAKING SENSE OF THE MANAGEMENT GURUS - John Micklethwait and Adrian Wooldrdge**

**\*WORK WITH ME: Resolving Everyday Conflict in Your Organization - Gini Graham Scott**

**\*WORKING WITH EMOTIONAL INTELLIGENCE – Daniel Goleman**

A WORLD WAITING TO BE BORN - M. Scott Peck, M.D.

**\*THE WORLD IS FLAT – A BRIEF HISTORY OF THE TWENTY-FIRST CENTURY – Thomas L. Friedman**

YOU WON-NOW WHAT?: HOW AMERICANS CAN MAKE DEMOCRACY WORK FROM CITY HALL TO THE WHITE HOUSE - Taegan D. Goddard and Christopher Riback

**\*YOU'VE GOT TO BE BELIEVED TO BE HEARD - Bert Decker w/ Jimmy Denny**

ZAPP! THE LIGHTNING OF EMPOWERMENT - William C. Byham